



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us


HANNA SKANDERA
SECRETARY OF EDUCATION

SUSANA MARTINEZ
Governor

October 3, 2014

MEMORANDUM

TO: District Test Coordinators, Charter School Test Coordinators, Test Coordinators of State Education Institutions, and District Chief Information Officers

FROM: Joslyn Overby, Assistant Director of Assessment and Accountability 

RE: **USER ROLES FOR PEARSON ACCESS NEXT**

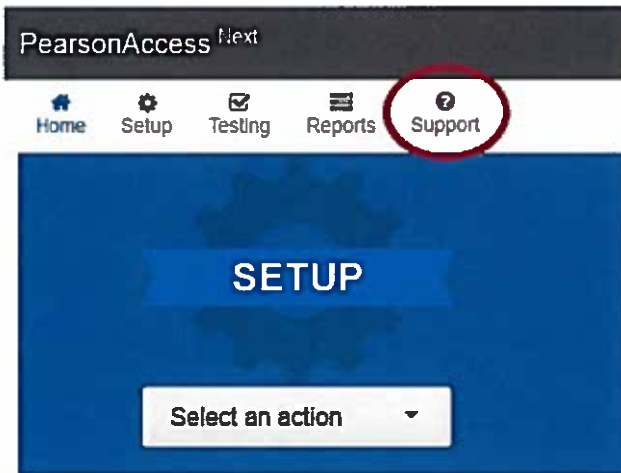
As we prepare our technology readiness for the spring 2015 Partnership for Assessment of Readiness for College and Career (PARCC) assessments, we are providing *PearsonAccess Next* access to local education agency district test coordinators (LEA/DTCs) and some district chief information officers (DCIOs). *PearsonAccess Next* is the Pearson platform that provides online assessment services including management of student data, user role assignment, test delivery modes, scoring information, and reporting services.

The Public Education Department (PED) has been corresponding with *PearsonAccess Next* to establish LEA/DTC and DCIO accounts for **districts, state charter schools, and state supported institutions**. These LEA/DTCs must produce user accounts with varying levels of access that will allow inclusion of additional DCIOs, school test coordinators (STCs), and test administrator (TAs). Please note that districts must establish STC roles for each local charter school.

Within the next couple of weeks, LEA/DTCs and some DCIOs will receive login credentials directly from Pearson. After receiving login credentials, please follow these instructions to orient yourself to *PearsonAccess Next*.

- 1) Click on <https://nm.pearsonaccessnext.com>.
- 2) Sign in using the credentials provided by Pearson. Please remember that only test coordinators from **districts, state charter schools, and state supported institutions** will receive these credentials. All schools within a district, including district charters, will receive login credentials from their district test coordinator.

3) Click "Support."



4) On the right hand side, click on the PearsonAccess Next User Guide and Training Modules. These will help teach you how to set up user accounts and manage student data.



The PED will import student data into *PearsonAccess Next* from STARS this winter. After the PED imports data, you will need to verify and update student data so that appropriate tests are ordered. Please look for additional guidance from the PED for specific timing of the data upload. **Remember that New Mexico is not participating in the fall/winter 2014 PARCC administration, so deadlines provided by PARCC or Pearson for this fall are not applicable.**

If you have additional questions about PARCC, *PearsonAccess Next*, or user roles, please contact Gabe Martinez (Gabriel.martinez3@state.nm.us) or Joslyn Overby (Joslyn.Overby@state.nm.us).

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cc: Hanna Skandera, Secretary of Education
PED Senior Team
Gabriel Martinez, Assessment Coordinator, Assessment and Accountability